

Category B Service & Construction Subcontract Prequalification Checklist

“How to” successfully complete your package

Subcontract Safety

Intended Audience: Subcontractors

Understanding your Prequalification Package

What is a Prequalification Package?

Package intended to capture all contractually required prequalification safety submittals in a single document submission.

What software is my package intended to be completed in?

Packages have been designed to include fillable PDF forms while also having the capability to directly upload required attachments within Adobe.

What does a “Category B” mean?

Category B

Subcontract work that does not require the subcontractor and site personnel to jointly perform manual work, but the work is located in close proximity.

- *Subcontractor is required to follow applicable site requirements identified in the subcontract including: Statement of Work, General Provisions (as appropriate), Site Specific Worker Protection Plan, Task Specific Plan (as applicable)*

How is my package organized?

1. Forms for Completion
2. Guidance Documents
3. Attachments

Frequently Used Terms

SRS Buyer/Procurement Representative

- SRNS Individual responsible for the overall subcontract administration.

Subcontract Technical Representative (STR)

- SRNS Individual providing administration and oversight of the Performing Entity's subcontract.

Assigned Competent Person (ACP)

- Subcontractor designated employee cognizant of the specific subcontract scope and applicable requirements.

This individual may be a SRS Performing Entity Employee or subcontractor.

Licensed Medical Provider

- Local provider is predetermined in the event an employee needs to be transferred offsite.

The provider must be within close proximity of the Site.

Worker Protection Plan (WPP)

- Similar to a Corporate Safety & Health Plan, the WPP specifies how a company will implement, maintain, and manage subcontract regulatory compliance while conducting business under contract at SRS. The WPP must be in alignment with 10 CFR 851 and all other applicable requirements.

Task Specific Plan (TSP)

- Similar to a Job Hazard Analysis (JHA), the TSP focuses on a specific task that will be performed. This hazard analysis process is used to identify potential hazards as well as protective measures that will be put into place to reduce the hazards to an acceptable risk level.

Forms for Completion: A

Section I

1. Complete by inputting identifying information

Tip: Ensure signature & date are included

Section II

1. Read each requirement as listed (references provided)

2. Click “yes” to indicate your company meets this requirement

3. List, in the provided space, the page # where this requirement is found in your attached Worker Protection Plan

Section III

1. Read each scope of work statement and check those that are applicable to your specific contract

Tip: If you are unsure if a statement applies to your contract, reference other documents such as OSR 1-183, OSR 1-126 and SOW or contact your assigned Buyer

Section IV

1. Complete (applicable) tables in this section by reading the line items, checking the appropriate box (yes or no), and indicating what page in your attached Worker Protection Plan each line item is located

Tip: Identify statements marked as “applicable” in Section III to understand which tables must be completed in Section IV

Section V & VI

Complete Sections V & VI similarly to Sections III & IV respectively

Form A must be completed for every package

Forms for Completion: B & C

Helpful Tips

- Specific instructions for completion are included on each form
- Forms are prepared to be completed by your company using Adobe
- Form B must be completed for every package
- Form C is only applicable to contracts requiring Safety and/or Industrial Hygiene personnel (to understand if this applies to your contract, reference OSR 1-126)

EMR & TRC Worksheet (Form B)

- Summary of previous three (3) full calendar years Experience Modification Rate (EMR) and OSHA Total Recordable Case Rate (TRC).
- Complete by populating company specific data directly in the form. Three year averages will be automatically calculated when completed in Adobe.

Qualifications (Form C)

- Summary of individuals proposed by company to fulfill Safety and/or Industrial Hygiene contractual requirements.
 - *Examples of these designations include Safety Professional, Safety Representative, Industrial Hygiene Professional and Industrial Hygiene Technician*
- Complete by selecting the appropriate personnel from the dropdown that apply to your subcontract (reference OSR 1-126). Fill out the corresponding name & job title boxes for each proposed individual.

Guidance Documents



Onsite Safety and Health Staffing Requirements

Outlines the minimum qualifications a proposed individual must hold when fulfilling a Safety and/or Industrial Hygiene staffing requirement



Worker Protection Plan (WPP)

Instructions for preparing a site-specific WPP



Task Specific Plan (TSP) & Sample TSP

Instructions for preparing a prequalification TSP



Local Medical Providers

List of hospital and urgent care providers located within close proximity of SRS



Instructions for Attachments

"How to" guide to uploading documents directly to your package in support of a single document submission

Helpful Tips



- “Onsite Safety and Health Staffing Requirements” guidance document only applies to subcontracts requiring Safety and/or Industrial Hygiene personnel (to understand if this applies to your subcontract, reference OSR 1-126)
- The same individual can be proposed for Safety AND Industrial Hygiene roles if they meet the minimum qualifications of both respective designations
- Worker Protection Plan (WPP) is similar to a Corporate Safety & Health Plan
- Task Specific Plan (TSP) is similar to a Job Hazard Analysis (JHA)
- If your company wishes to designate a medical provider outside of the guidance document, simply list the name on page 3 of your package

Attachments

Resume(s)

- Upload a resume for each proposed Safety and/or Industrial Hygiene personnel to demonstrate they meet the minimum qualifications
- *If Applicable: reference OSR 1-126*

Worker Protection Plan (WPP)

- Submit Site Specific Safety & Health Plan
- *Required attachment for all subcontracts*

Task Specific Plan (TSP/JHA)

- Submit prequalification hazard analysis
- *If Applicable: contact your Buyer to understand if this applies to your subcontract*

Insurance Confirmation of EMR Rate

- Letter from Workman's Compensation Insurance Carrier to certify previous three (3) years EMR data
- *Required attachment for all subcontracts*

OSHA 300 Logs/Summaries

- Submit logs/summaries to certify previous three (3) years TRC data
- *If Applicable: certain exemptions apply for companies with ten or fewer employees*

Focused Observation (FO) Checklists

- Applicable checklists should be completed, signed and dated
- *If Applicable: contact your Buyer to understand if this applies to your subcontract*

Questions & Conclusion

I can't figure out what documents I do and don't have to complete. What should I do?

Review contractual documents such as OSR 1-126, OSR 1-183, Scope of Work etc. If questions still remain, please contact your assigned Buyer.

This document doesn't look easier than the way I was submitting before. Do I have to submit this way?

The Prequalification Package is the newly accepted method for safety submittals. It has been designed to be an all encompassing document tailored to better fit your subcontract. If you have questions about your package, we at SRNS are ready and willing to help!

I think I've completed my package. Now what do I do?

Verify that you have completed the package in full and all attachments have been included. Once you have successfully completed the package, send to your assigned Buyer. Please note that partially completed packages will not be reviewed and you will be asked to resubmit once you have fully completed.

I don't have access to the software needed to complete this package electronically. What should I do?

Contact your assigned Buyer. The preferred method is to complete the package electronically, however, alternate methods to submit are available when needed.

**For further questions or clarifications, please contact your assigned Buyer.
We look forward to reviewing your Prequalification Package!**